



## 应用文写作常见体裁思维导图

## 分享/告知信

**第一段：**说明写信的目的，即要分享或告知什么信息，还可简要提及相关背景。

**第二段：**详细阐述要分享或告知的具体内容，包括关键信息、细节、观点或经历。

**第三段：**表达对所分享经历的感悟或对收信人表示期待（如回复、关注、参与等）。

## 建议信

**第一段：**说明写信的目的，即你要就什么问题提出建议。

**第二段：**详细阐述你的建议，每个建议都应具体、可行，并附上理由或预期的好处。

**第三段：**指出所提建议的重要性并期待被采纳。还可以表示愿意进一步讨论。

## 邀请信

**第一段：**说明写信的目的，即邀请对方参加某活动或事件。

**第二段：**提供活动或事件的具体信息（时间、地点、主题等），概述活动的亮点或特别安排（演讲嘉宾、娱乐活动、特色餐饮等），还可以说明这次活动的意义。

**第三段：**期待对方接受邀请。还可表示对方若需要更多信息或有疑问，随时联系。

## 求助信

**第一段：**表明写信目的——寻求帮助。也可在开头提前对未来帮助表示感激。

**第二段：**具体说明需要帮助的问题（背景、现状、重要性）及所需帮助类型（信息、资源、建议或直接行动）。

**第三段：**（再次）表达感激，强调珍视帮助，并期盼回复。

## 询问信

**第一段：**表明写信的目的——咨询信息。

**第二段：**具体说明你想要咨询的信息，以及这些信息的重要性或用途。

**第三段：**期待对方回复并表示感谢。

## 申请信

**第一段：**首先进行简短的自我介绍，然后说明你申请的职位、项目或机会，还可说明申请原因。

**第二段：**具体说明你的优势（教育背景、工作经验、技能和相关成就等），为何你是合适的人选，以及你申请成功后的计划。

**第三段：**表达感谢，期待对方优先考虑或申请通过。

## 感谢信

**第一段：**表明写信的目的，即就某事表达感谢。

**第二段：**陈述感谢对方的原因，可以具体描述对方的帮助如何解决了你的问题，或者对方的行为如何让你感到被重视和被支持。

**第三段：**再次表达感激之情，还可以表示你愿意随时为对方提供帮助。

## 道歉信

**第一段：**表明写信的目的，即就某事表达歉意。

**第二段：**明确承认错误，解释导致错误或不当行为的原因，并提出补救措施。

**第三段：**再次致歉，并表达你希望获得谅解。

## 通知

**第一段：**说明通知的内容，还可以简要介绍通知的背景或目的。

**第二段：**详细阐述通知的具体内容（如活动的日程安排、参与方式、所需材料等）。同时，指出重要日期、截止时间、必备条件或特别注意事项。

**第三段：**根据通知的性质，提供读者应采取的行动步骤（如报名、准备材料、调整计划等）。期望他们配合通知内容并表示感谢。

## 发言稿

**第一段：**首先进行问候及自我介绍，然后点明发言的主题或目的。

**第二段：**围绕主题展开发言，可以包括背景信息、关键点等。

**第三段：**重申主题，总结陈词。根据发言的目的，可以提出呼吁、表示欢迎等。最后还可以对观众或听众表示感谢。

## 报道

**第一段：**概述事件的核心内容，包括时间、地点、参与者和主要情况。

**第二段：**详述事件的过程（起因、经过、结果），还可以补充关键细节和后续发展等。

**第三段：**总结事件获得的反响或评价。

## Writing 1 看图作文

[2024 全国甲] 英语课要求做课堂展示, 请你根据所给图片, 以“Development of Transport in China”为题写一篇发言稿。



注意: 1. 词数 100 左右; 2. 题目和首句已为你写好。

## Development of Transport in China

From the vehicle of horses to today's convenient transport, Chinese transport has an enormous development.



## 盖老师教你提分表达

30%

- |  |  |
|--|--|
| 1. 典型的, 有代表性的 <i>adj.</i> _____                        | 7. 环境意识 <i>environmental awareness</i> |
| 2. 形成; 出现 <i>v.</i> appear→emerge                      | 8. 致力于做某事 _____                        |
| 3. 促进, 培养 <i>v.</i> develop / promote→foster           | 9. 共享经济 <i>sharing economy</i>         |
| 4. 突出; 凸显 <i>v.</i> show→highlight                     | 10. 碳排放 <i>carbon emissions</i>        |
| 5. 使某人有机会接触/使用…… _____                                 | 11. 可持续发展 _____                        |
| 6. 交通堵塞 <i>traffic jam</i> → <i>traffic congestion</i> |  |



## 盖老师教你组织素材

70%

## Paragraph 1

## A brief introduction to the development of transport in China

- Among the representative means of transport are shared bicycles, high-speed trains, and new energy vehicles, \_\_\_\_\_ (为中国人民提供了多样化的出行方式).
- It is my great honor to talk about the development of China's transportation, which **has a significant impact on** people's life and the environment.
- Cars, buses, and trains have become the **backbone** of urban transportation, **facilitating** the movement of people and goods across considerable distance.

## Paragraph 2

## Detailed introductions

- \_\_\_\_\_ (它们不仅缓解了交通拥堵), but they have also fostered a culture of shared responsibility for our planet.

5. Electric vehicles and bicycles are gaining popularity as they produce no emission and are more energy-efficient.

6. Moreover, compared with traditional ways of buying tickets, online ticket booking services **make it possible for passengers to book tickets** whenever and wherever they want.

### Paragraph 3 Conclusion

7. In conclusion, the transformation of Chinese transport reflects the development of our society and our growing environmental awareness.

8. These innovations have transformed our way of travelling and they \_\_\_\_\_  
\_\_\_\_\_ (突显了中国在科技和环境可持续性方面的重大进步).

relieved traffic congestion 9. highlight China's significant progress in technology and environmental sustainability  
11. sustainable development  
盖老师教你组织素材: 1. giving Chinese people access to diverse ways of travelling 4. Not only have they  
盖老师教你提分表达: 1. representative 5. give sb. access to... 8. commit oneself to doing sth.



### 盖老师精修范文

100%

From the vehicle of horses to today's convenient transport, Chinese transport has an enormous development. Among the representative means of transport are shared bicycles, high-speed trains, and new energy vehicles (全部倒装), giving Chinese people access to diverse ways of travelling (动词-ing 短语作伴随状语).

First and foremost, shared bicycles have emerged as a symbol of environmental awareness and sharing economy. Not only have they relieved traffic congestion (not only 置于句首的部分倒装), but they have also fostered a culture of shared responsibility for our planet. In addition, high-speed trains, with a speed of up to 350 kilometers per hour, have gradually replaced normal trains, making long-distance travel more convenient for people (动词-ing 短语作结果状语). What attracts people most (主语从句) is the development of new energy vehicles, which provides a strong proof that China is committing itself to reducing carbon emissions and promoting sustainable development (非限制性定语从句, 含 that 引导的同位语从句).

These innovations have transformed our way of travelling and they highlight China's significant progress in technology and environmental sustainability.

#### 盖老师来点评

这篇范文整体上表达清晰、逻辑连贯,围绕中国交通方式的发展进行了阐述。文章在描述不同交通方式的发展时,巧妙地运用了复合句和并列句,使句子结构更加多样化;在描述具体交通方式的特点时,多次使用非谓语动词作状语,使句子更加紧凑、生动。段落之间和句子之间使用了恰当的过渡词,如 First and foremost, In addition 等,使文章结构更加清晰,逻辑更加连贯。同时,在句子内部也使用了如 and, not only... but also 等连词,增强了句子之间的逻辑联系。

#### 盖老师超链接

本题的难点在于,只给了文章题目、首句和一组图片,要求据此写一篇发言稿。这就要求同学们读懂题目和首句,仔细观察图片,由此联想写作信息。2022年全国乙卷的应用文写作也是一篇看图作文(图表类),快来练练吧!

见练习册P173



## Writing 2 活动通知

[2024 九省联考] 你校英文报计划举办主题为“携手行动,节约粮食”的作文比赛。请你写一则活动通知,内容包括:

(1)介绍活动目的;(2)说明参赛要求。

注意:(1)写作词数应为80个左右;(2)请按如下格式作答。

## Welcome to Join the English Writing Competition



盖老师教你提分表达

30%

1. 节约 *n.* conservation

2. 认真思考 *reflect on*

3. 切实可行的 *adj.* \_\_\_\_\_

4. 使感兴趣 *v.* interest→intrigue

5. 参赛作品 *n.* entry

6. 提交 *v.* \_\_\_\_\_

7. 期待,盼望 *look forward to*→anticipate

8. 有作用,有影响 \_\_\_\_\_

9. 引人深思的 *adj.* thought-provoking



盖老师教你组织素材

70%

## Paragraph 1 An introduction to the event and its purpose

1. \_\_\_\_\_ (为了增强我们节约粮食的意识), our school's English newspaper is organizing a writing competition **on the theme of** "Join Hands in Action to Save Food".

2. The school's English newspaper **is scheduled to launch** a writing competition **titled** "Join Hands in Action to Save Food", with the purpose of reducing food waste through collective efforts.

3. The purpose of this activity is to encourage students to reflect on the importance of saving food and promote practical actions.

## Paragraph 2 Detailed information about the event

4. As is required, the essay should be an **original** piece of work that brings new insights to the theme of "Join Hands in Action to Save Food". \_\_\_\_\_

(任何对这个话题感兴趣的人) is welcome to share your unique insights.

5. Entries must be original, creative and focus on the theme, with at least 300 words in length. Please submit your essays by e-mail to the English Department by the end of this Friday.

6. The requirements for your entry are as follows. With 300 – 500 words in length, your entry is expected to emphasize on **joint efforts** to **cope with** food waste.

### Paragraph 3 Call for participation

7. Embrace this chance to **showcase your talents** and be part of a collective movement towards a more sustainable future. Your voice matters; let it be heard.

8. We are eagerly anticipating your participation and thought-provoking entries. Together, let's \_\_\_\_\_ (为促进节约粮食做出贡献)!

【参考答案】盖老师教你提分表达: 3. practical 6. submit 8. make a difference  
盖老师教你组织素材: 1. To raise our awareness of food conservation 4. Anyone interested in this topic 8. make a difference in promoting food conservation



### 盖老师精修范文

100%

#### Welcome to Join the English Writing Competition

To raise our awareness of food conservation (动词不定式短语作目的状语), our school's English newspaper is organizing a writing competition on the theme of "Join Hands in Action to Save Food" (介词短语作定语). The purpose of this activity is to encourage students to reflect on the importance of saving food and promote practical actions.

Anyone interested in this topic (形容词短语作后置定语) is welcome to share your unique insights. Entries must be original, creative and focused on the theme, with at least 300 words in length. Please submit your essays by e-mail to the English Department by the end of this Friday.

We are eagerly anticipating your participation and thought-provoking entries. Together, let's make a difference in promoting food conservation!

#### 盖老师来点评

这篇范文语言简洁、条理清晰、逻辑连贯、要点全面。全文没有使用特别复杂的句子,语言简短、直接,便于读者阅读和接受信息。中间穿插使用了动词不定式、介词短语、形容词短语,使句式更加丰富、有层次,文章读起来不至于单调乏味。此外,文章条理清晰、要点全面:第一段开篇明义,指出校英文报要举办英语作文比赛,并说明活动目的;第二段说明参赛要求,补充了提交方式和截止日期等细节信息,使内容更完善、丰满;第三段呼吁大家积极参赛。综上所述,本文是一则很不错的活动通知,值得同学们学习借鉴。

#### 盖老师超链接

本题要求写一则活动通知,注意尽量使用简短、直接的表达方式,避免冗长或复杂的句子结构,突出关键信息,让读者能够快速了解活动的主要内容。现在你了解了活动通知的写作要点,那就快来练练吧! —————

见练习册P169

## Writing 3 参赛投稿

[2020 全国 I] 你校正在组织英语作文比赛。请以身边值得尊敬和爱戴的人为题,写一篇短文参赛,内容包括:

1. 人物简介; 2. 尊敬和爱戴的原因。

注意: 1. 词数 100 左右; 2. 短文题目和首句已为你写好。

## The person I respect

There are many respectable people around us.



## 盖老师教你提分表达

30%

- |   |   |
|---|---|
| 1. 把……奉献给……   | 7. 毫无保留的 <i>adj.</i> unreserved                                     |
| 2. 令人钦佩的 <i>adj.</i> admirable  | 8. 遇到困难 <i>meet difficulties</i> → <i>encounter hardship</i>        |
| 3. 使某人具备(做)……(的能力) <i>equip sb. with sth. / to do sth.</i>  | 9. <i>accomplishment n.</i> 成就; 成绩                                  |
| 4. 熟练, 精通 <i>n.</i> proficiency   | 10. 激励某人做某事   |
| 5. 激发某人对……的热情/兴趣 <i>make sb. interested in... → stimulate / arouse one's passion for / interest in...</i> | 11. 坚持做某事 <i>keep doing sth. → stick to / persist in doing sth.</i> |
| 6. 值得称赞的 <i>adj.</i> praiseworthy   | 12. 获得, 赢得 <i>v.</i> gain → obtain                                  |



## 盖老师教你组织素材

70%

## Paragraph 1 A brief introduction to the person I respect

1. **When it comes to / Speaking of** the people I respect most, the one that **comes to / pops into my mind** first is definitely / undoubtedly my English teacher, \_\_\_\_\_ (她把她所有的精力都投入她的事业和学生上).
2. **As for** the most respectable person, I **can't help but** think of Mr. Sun / Mr. Sun pops into my mind. He is my math teacher, a middle-aged man of few words.
3. Of all the people in my life, I **have the greatest admiration for** my grandfather, a **committed** and patient doctor, deeply loved by his patients for his **exceptional** medical skills and noble medical ethics.

## Paragraph 2 The reasons why I respect the person

4. It is her rich experience and devotion to teaching that not only **give us easy access to** professional knowledge but most importantly **shape our character**.
5. Initially / Firstly / To begin with, having been teaching for decades equips her with / **enables her to have proficiency in** English and flexible teaching methods, \_\_\_\_\_ (这有助于激发我们对英语的巨大热情).

6. Moreover / Furthermore / What's more, **in spite of** the fact that he is in his sixties, he stays committed to his post, and never will he lose heart even if faced with great challenges.
7. **With strong will and great determination**, he achieved a great breakthrough in cancer research, saving many lives.

### Paragraph 3 The evaluation of the person and his / her influence on me

8. \_\_\_\_\_ (为我们树立了一个很好的榜样), she is an excellent person who **fully deserves our admiration and respect**.
9. \_\_\_\_\_ (正是她的努力和体贴赢得了……的尊重) from all her students. Without / **But for** her, I wouldn't have obtained so many achievements in my English.
10. His **dedication to work** and to people is admirable, which truly inspires me to become a man like him in the future.

【参考素材】盖老师教你提分表达: 1. devote...to... 10. encourage / inspire sb. to do sth. 5. which help to arouse our great passion for English 8. Having set a great example for us 9. It's her efforts and consideration that earn the respect



### 盖老师精修范文

100%

There are many respectable people around us. When it comes to the people I respect most, the one that pops into my mind first is definitely my English teacher, who devotes all her energy to her career and students (who 引导的非限制性定语从句).

The reasons why she is so admirable (why 引导的定语从句) are as follows. Initially, having been teaching for decades (动词-ing 短语作主语) equips her with not only proficiency in English but also flexible teaching methods, which help to arouse our great passion for English (which 引导的非限制性定语从句). Additionally, what makes her more praiseworthy (what 引导的主语从句) is her unreserved and patient help whenever we encounter hardship in both study and life (whenever 引导的时间状语从句). Moreover, her numerous professional accomplishments constantly inspire us to stick to studying hard.

It's her efforts as well as consideration that (强调句型) earn the respect from all her students. Without her, I wouldn't have obtained (虚拟语气) so many achievements in my English.

#### 盖老师来点评

这篇范文整体上表达清晰、逻辑连贯,围绕“我”的英语老师展开,写作时巧妙运用了固定句式和复合句,使句子结构多样。第二段写老师受尊敬的原因时,多次使用非谓语以及各种从句,使句子更加紧凑、生动。句子之间使用了恰当的过渡词,如 as follows、Initially、Additionally、Moreover 等,使文章结构更加清晰、逻辑更加连贯。同时,在句子内部也使用了如 not only...but also、as well as 等连接词,增强了句子之间的逻辑联系。

#### 盖老师超链接

本题写作情境为写一篇短文参赛,本质是一篇半开放式的人物类投稿,主题为介绍身边的人物。2023全国甲卷的应用文写作也是一篇人物类投稿,要求介绍一个中国历史人物,快来名师大招册积累更多相关素材吧!——见大招册P083

## Writing 4 申请信

[2023 天津 6 月] 假设你是晨光中学的学生李津, 通过交换生项目在英国某中学就读, 校方为加强中英文化交流, 将举办“中国工坊”活动。该活动主题涉及中华美食、中国传统手工艺、中国书法和绘画, 拟招募学生现场教授相关技能。请按照以下提示, 写一封申请信:

(1) 申请参加本次活动; (2) 阐述你对本次文化交流活动意义的理解; (3) 结合个人兴趣和特长, 说明拟教授何种技能, 并阐述原因。

参考词汇: 中国工坊 Chinese Workshop

中华美食 Chinese cuisine

手工艺 handicraft

书法 calligraphy

注意: (1) 词数不少于 100; (2) 可适当加入细节, 使内容充实、行文连贯; (3) 开头和结尾已给出, 不计入总词数。

Dear Sir/Madam,

Sincerely yours,

Li Jin



盖老师教你提分表达

30%

1. 申请 \_\_\_\_\_

2. 参加 take part in → \_\_\_\_\_

3. 招募 v. recruit

4. 促进 v. promote → v. facilitate / foster

5. 有助于 be helpful in (doing) → contribute to → be conducive to (doing)

6. 喜欢 v. like / love → have a passion for (doing) sth.

7. 文化交流 \_\_\_\_\_

8. 录用 v. hire / enroll

9. 获得机会 (做) have/get the chance/opportunity (to do)

10. 考虑 v. consider → \_\_\_\_\_



盖老师教你组织素材

70%

### Paragraph 1

### Brief self-introduction and the purpose of writing the letter

1. I am Li Jin, an exchange student from China. I am writing (this letter) to apply for an opportunity to take part in “Chinese Workshop” which will be held in our school.

2. \_\_\_\_\_ (得知学校将举办“中国工坊”活动), I am writing to see if I can be lucky enough to get involved in / participate in this activity.

3. I learned (that) our school is recruiting students to “Chinese Workshop”, and I am **more than delighted to be** a member of it.

## Paragraph 2 Detailed statements

4. As far as I am concerned, this activity is **of great significance**, which is conducive to spreading excellent traditional Chinese culture as well as **facilitating cultural exchanges** between China and Britain.
5. I believe this event **holds great significance**, as it not only **bridges cultural gaps** but also **fosters mutual understanding and respect** among students from different cultures.
6. Through teaching paper cutting, I **aim to demonstrate** the values of patience, precision and creativity that **are deeply ingrained in** our culture.
7. \_\_\_\_\_ (如果给我这个机会), I can not only teach participants how to make dumplings, but also let them **fall in love with** Chinese cuisine.

## Paragraph 3 Express gratitude and expectation

8. I would appreciate it if you would enroll me in the event / \_\_\_\_\_ (考虑我的申请). I'm looking forward to your (earliest) reply.
9. Once enrolled, I promise to **do my best / devote myself fully to** this job.

【参考答案】盖老师教你提分表达：1. apply for / make an application for 2. get involved in / participate in 7. cultural exchange 10. take...into account / consider 2. Knowing / Learning (that) "Chinese Workshop" will be held in our school 7. Given the opportunity/chance 8. take my application into account / consideration



## 盖老师精修范文

100% (X)

Dear Sir/Madam,

I am Li Jin, an exchange student from China. Knowing that "Chinese Workshop" will be held in our school (动词-ing 作原因状语), I am writing to apply for an opportunity to get involved in the activity.

The themes of the activity include Chinese food, traditional Chinese handicrafts, Chinese calligraphy and painting. I believe this activity is of great significance, which is conducive to spreading excellent traditional Chinese culture as well as facilitating cultural exchanges between China and Britain (which 引导的非限制性定语从句). As a Chinese, I have a passion for making Chinese cuisine like dumplings. Therefore, given the opportunity (过去分词短语作条件状语), I can not only teach participants how to make dumplings ("疑问词 + 不定式" 结构), but also let them fall in love with Chinese cuisine.

I would appreciate it if you would enroll me in the event. Looking forward to your earliest reply.

Sincerely yours,

Li Jin

## 盖老师来点评

这篇范文整体上表达清晰、逻辑连贯，围绕申请参加“中国工坊”活动展开叙述。文章巧妙地运用了复合句和并列句，并将主被动语态相结合，使句子结构更加丰富，表达更加多样化；同时多次使用非谓语动词作状语，使句子更加紧凑、生动。文章在句子之间和句子内部使用了恰当的连接词，如 Therefore, not only... but also, as well as 等，使结构更加清晰，逻辑更加连贯。

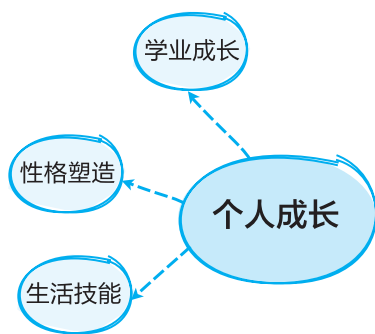
## 盖老师超链接

申请信是非常常见的应用文写作体裁，快来练练吧！-----

见练习册P167



## 读后续写热考话题写作指导

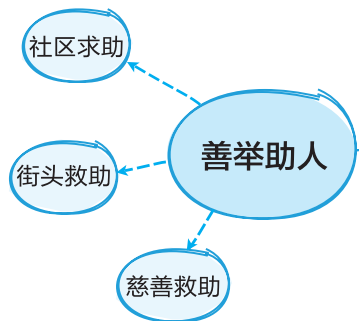


**第一步：**精读原文。剖析人物特点、情感及故事走向→确定核心冲突与成长契机。

**第二步：**构思续写情节。（起始）主人公在困境中内心的自我怀疑与外界压力→（转折）他人的启发或自我的觉醒，促使主人公迈出成长第一步。

**第三步：**展开细节描写。生动的心理、语言、动作描写→展现主人公的成长蜕变。

**第四步：**主题升华。健康的生活方式、积极的生活态度、个人品格的完善和个人技能的增长等。

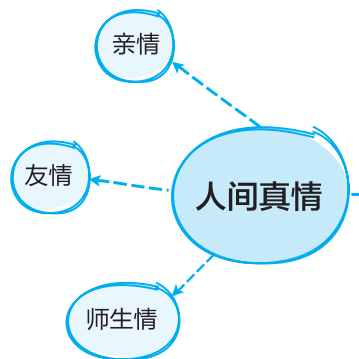


**第一步：**剖析原文情境。确定故事发生的场景、人物关系+受助者面临的具体困境。

**第二步：**设计助人方案。思考主人公将以怎样的方式介入帮助→构建合理且有创意的帮助情节。

**第三步：**细化帮助过程。描述主人公的具体行动、语言交流以及心理活动+受助者的回应与变化→使情节丰富、真实。

**第四步：**收尾升华主题。描述受助者的感激之情+周围人的赞扬+主人公自身的感悟→强化善举助人的主题。



**第一步：**深度剖析原文。精准定位故事中的主要人物+遭遇困境（天灾、人祸等）/产生冲突（误会、犯错过等）+主人公的消极情绪。

**第二步：**巧妙构思情节。在他人帮助下摆脱困境或化解冲突+情绪由消极到积极。

**第三步：**精心雕琢语言。描写人物的神态、动作、语言和心理活动+借助环境描写来烘托氛围→生动展现人与人之间的互动细节。

**第四步：**情感升华。懂得真情的珍贵，帮助人物走出困境，勇敢地面对生活。

## 生活趣事

家庭生活  
(亲子、兄妹等)

学校生活  
(同学、师生)

户外生活  
(旅行、运动)

**第一步：**仔细研读原文。明确故事发生的场景、涉及的人物以及已有的趣事情节+把握原文的幽默风格与情感基调→确定续写的起点与方向。

**第二步：**巧妙构思情节。有趣新奇的后续发展+连贯合理的情节脉络→充分展现生活的戏剧性与趣味性。

**第三步：**生动创作续写。夸张的动作描写+诙谐的语言描写+有趣的环境描写→渲染趣事氛围。

**第四步：**主题升华。快乐+热爱生活+增进感情等。

## 历险脱困

自然环境历险

人为环境历险

**第一步：**仔细研读原文。明确历险场景、人物+梳理已有的困境细节+确定续写的起点与故事走向（紧张刺激的对抗或巧妙周旋的智取）。

**第二步：**巧妙构思情节。连贯合理且跌宕起伏的情节+人物在困境中的成长与协作+成功脱困的结局。

**第三步：**生动创作续写。丰富描写手法（动作描写、心理描写、环境描写）+语言简洁有力且富有紧张感→精准地传达惊险氛围与脱困的艰难过程。

**第四步：**主题升华。历险脱困后的感悟。

## 人与动物

人与动物和谐相处（互相救助、了解习性等）

人与动物产生冲突（遇险、脱险等）

**第一步：**分析原文。确定故事背景+人物特点+人与动物之间已有的关系或互动情节→确定故事的发展脉络、情感基调。

**第二步：**构思情节。依据原文线索，思考后续故事走向，如人物与动物情感的进一步深化、共同面临的挑战及应对措施、动物如何影响人物生活或反之等。

**第三步：**丰富描写。细致刻画人物（心理、动作、语言描写）+动物（神态、行为等）。

**第四步：**主题升华。陪伴、忠诚、尊重生命、人与动物和谐相处等；难忘的经历、获得经验教训、感谢他人救助等。



## Writing 1 个人成长 1

阅读下面材料，根据其内容和所给段落开头语续写两段，使之构成一篇完整的短文。

“We’ve got this,” my friend Alex laughed loudly as we stepped off the library steps. “Absolutely, we’ve got this,” I agreed, performing a victory dance on the sidewalk once the library door had closed behind us. We had both been nominated(提名) for the Youth Excellence Program, an honor and a chance almost every student was crazy about.

That weekend, Alex and I sat in my living room, carefully completing the program application. We each aimed to show we had all qualities the program valued: academic excellence, leadership, integrity, and civic responsibility. I detailed my devotion to challenging courses, while Alex described his volunteer work at the local food bank. We left no stone unturned, fully confident of our joint success.

The following day, we submitted our applications to the teacher hopefully.

Weeks passed.

Then one day, I received a letter about the project. I rushed out of the classroom and opened it. I felt a stab of sadness right in my heart: my name was not on the list.

At that very moment, I saw Alex jogging over, waving his letter with a beaming smile. It was clear he had news that contrasted with my own. Without hesitation, I turned away to avoid him. I knew he was eager to share his joy. Perhaps, he even had planned to celebrate the good news together with me.

But I just couldn’t face it; they picked him but refused me. How could fate be so unjust? Anger and despair just blinded me.

That afternoon, on the school bus, I sat alone and avoided eye contact with Alex. When the bus arrived at my street, I just jumped off, without saying goodbye or smiling to him. I hurried home, thrusting(塞) the letter into my mom’s hands. I buried my face in the cushions, sobbing uncontrollably as waves of heartache swept over me.

注意:

(1)续写词数应为 150 个左右;

(2)请按如下格式作答。

From that day on, I didn’t talk to Alex.

Finally, Mom talked with me, saying Alex wasn’t the one to blame.



## 盖老师教你研读剧本

20%

## STEP 1 找主主

**主要人物:** I, my friend Alex, my mom

**主题:** ①直面成败(face success and failure directly)或者②恢复友谊(renew the friendship/make up with friends)

## STEP 2 知情情

**Opening:** I & Alex—had both been nominated for the Youth Excellence Program

→ **Feelings and attitudes:** I—performing a victory dance Alex—laughed loudly

**开端:**我和朋友 Alex 都获得了 Youth Excellence Program 的提名,十分兴奋。

→ **情感:** I——跳起胜利的舞蹈; Alex——放声大笑

**Build-up:** I & Alex—carefully completing the program application; aimed to show qualities the program valued; submitted our applications

→ **Feelings and attitudes:** I & Alex—confident; hopefully

**发展:**我和 Alex 仔细地填写申请表,力求展示出该项目看重的一切美好品质并在第二天满怀希望地提交。

→ **情感:** I & Alex——满怀信心和期待

**Climax:** I—my name was not on the list; turned away to avoid Alex; sat alone and avoided eye contact; without saying goodbye or smiling to him

Alex—jogging over; waving his letter

→ **Feelings and attitudes:** I—felt a stab of sadness; couldn't face it; anger and despair; waves of heartache swept over me

Alex—with a beaming smile; eager to share his joy

**高潮:**我打开项目的回信发现自己落选。Alex 入选了,高兴地挥舞着自己的信。我无法面对现实,一直回避 Alex,在校车上独自坐着,避免与 Alex 的眼神交流,下车也没和他打招呼。

→ **情感:** I——伤心、愤怒、绝望,无法面对现实

Alex——高兴,急切地分享他的喜悦

To be continued...

未完待续……



## 盖老师教你升级表达

50%

## 描写动作、情绪的相关词汇

- ①表示穿过、经过: go/pass through→navigate  
 ②表示常去某地: go to/visit some place regularly→make a regular/frequent visit to some place→frequent some place →形容词动用  
 ③表示同情: be filled with/full of pity(满怀同情)→feel a wave/surge of pity(感到同情); be/feel sorry for oneself(自我同情)→feel pity for oneself(自我同情)  
 ④表示愧疚: feel guilty(感到愧疚)→with/feel a sense of guilt(有愧疚感)→have/feel a stab/twinge of guilt(感到一阵愧疚)→be consumed with/racked with/overwhelmed by/seized by guilt(充满愧疚)  
 ⑤表示渡过难关: overcome difficulties(克服苦难)→go through/survive a difficult time(渡过困难时期)→weather the storm(安然渡过难关)

名词动用

## 主题升华句子

- ①Success and failure were parts of the life journey. 成功和失败是人生旅途的一部分。  
 ②Success is not final; failure is not fatal. It is the courage to continue that counts. 成功不是终点, 失败也并非末日, 重要的是继续前进的勇气。  
 ③Personal development is a continuous journey towards becoming the best version of yourself. 个人发展是不断前行, 努力成为最好的自己的旅程。  
 ④A real friend is one who walks in when the rest of the world walks out. 真正的朋友是在全世界都离你而去的时候, 还能与你并肩而行的人。



## 盖老师教你“十句五定”

80%

①接着P1首句写我在校是如何避开Alex, 独自行动的(行为、心理等)或我们之间关系的改变。

表达形式a: Each day at school, I navigated the hallways with a new route, \_\_\_\_\_ (避开他常去的地方)。

表达形式b: I avoided him in the hallways, skipped our study sessions, and unfollowed him on social media.

表达形式c: The joy we once shared of our nominations \_\_\_\_\_ (变成了对我的失败以及他的成功的一个痛苦的提醒)。

⑤由P2首句倒推, 我无法面对自己的失败, 也不知道如何恢复我和Alex的友谊。

表达形式a: I knew I was hurting him, but the sting of rejection was too fresh in my mind, and I couldn't find the words to bridge the gap.

表达形式b: I was trapped in my own world of disappointment, unable to see the bigger picture.

表达形式c: Our once unbreakable friendship seemed to be hanging by a thread, threatened by my inability to cope with my own disappointment.

## 续写第二段

## ⑥接着P2首句写妈妈是怎样开导我、解开我的心结的。

表达形式a: She reminded me that success and failure were parts of the life journey.

表达形式b: She pointed out that my behavior was pushing away a friend who had always been there for me.

## ⑨结局——我意识到错误，向Alex道歉，两人重修旧好。

表达形式a: Seized by guilt, I followed Mom's advice and left Alex a note, expressing my feelings — not as an apology, but as \_\_\_\_\_  
(迈向重建我们关系的一步).

表达形式b: I knew then that I had to make amends to Alex, to rebuild the bridge that I had burned down.

## ⑩升华——我直面自己的弱点，更珍惜友谊，获得成长。

表达形式a: It was time to face my fears and embrace the reality that our friendship could weather the storm.

表达形式b: It was time to let go of my ego, to communicate openly, and to cherish the true value of our friendship.

⑥ avoiding the places he frequented; turned into a painful reminder of my failure and his success a step towards recreating our bond ① 【盖老师修】



## 盖老师精修范文

100%

From that day on, I didn't talk to Alex. Each day at school, I navigated the hallways with a new route, avoiding the places he frequented (包含定语从句的动词-ing 短语作状语). The shared excitement that once connected us (定语从句) was replaced by a painful silence. Alex tried to do something to mend it. One day, he even left me a note, trying to comfort me. But I looked at him coldly, saying "Leave me alone." I knew I was hurting him, but the sting of rejection was too fresh in my mind, and I couldn't find the words to bridge the gap.

Finally, Mom talked with me, saying Alex wasn't the one to blame. She reminded me that success and failure were parts of the life journey. "You should have congratulated your friend on this instead of feeling pity for yourself," she said seriously. It suddenly struck me that how unfairly I treated Alex (It 作形式主语, that 引导的从句是真正的主语). Seized by guilt, I followed Mom's advice and left Alex a note, expressing my feelings—not as an apology, but as a step towards recreating our bond (not... but... 连接的并列结构). It was time to face my fears and embrace the reality that our friendship could weather the storm (It was time to do... 句型, 包含同位语从句).

## 盖老师来点评

这篇续写由我回避与昔日好友 Alex 交往展开, 描写了我的逃避、Alex 的主动示好以及母亲对我的开解, 直到最后我成功化解心结、意识到错误并与 Alex 和好。文章紧扣主题, 层层递进, 多次使用非谓语构成动作链、动作面, 巧妙活用词汇, 使用亮点句式展示人物状态和心理, 是一篇出色的范文。

## Writing 2 个人成长 2

阅读下面材料，根据其内容和所给段落开头语续写两段，使之构成一篇完整的短文。

“Mom, please,” Anna begged eagerly. “Please, let me do it by myself!” She had never made cookies by herself before, but at the age of nine, she felt capable of handling many things. Her friends had been baking cupcakes for a year. Yet, it seemed her parents had little faith in her.

“Anna is going to make cookies? Alone?” her brother, Carl, asked with a laugh. “That is going to be a disaster!” Carl used big words to act smarter than Anna. Having a big brother could be annoying. Admittedly, Anna always appeared clumsy, but that was before she turned nine. She thought her parents should realize she would do better now.

After her words, a flash of uncertainty crossed her parents’ faces. Would they agree? Holding her breath, she waited for what seemed like ages. Surprisingly, Mom nodded, saying, “Okay, but please be careful, and remember to take a look at the cookbook first.”

Determination fueled, Anna raced to the kitchen. With each step, there was a sense of purpose and confidence growing within her. She had already done it with Mom a million times before. Putting the cookbook aside, she got down to baking cookies from memory, breaking eggs, dropping a stick of cold butter, adding salt and then... um... yes, mixing them well! Using a mixer was easy. She turned on the mixer at the medium speed—and whoa. Whoa. Whoa! Butter splattered(飞溅) everywhere, making a mess in the kitchen. Collecting herself, she turned back to the mixing bowl and started again. This time she used softer butter.

Anna placed rounded spoonfuls of mixture onto the cookie pan and put it into the oven(烤炉). Within a few minutes, a fantastic smell filled the kitchen—the smell of cookie success! She was going to silence all those doubts. No more eye-rolling from her big brother. No more “You’re too young, Anna” from her parents. She believed she had grown up and was mature enough to be relied on.

注意：

(1)续写的词数应为150个左右；

(2)请按如下格式作答。

The moment Anna pulled the pan out of the oven, Carl stepped into the kitchen.

Now she decided to have another try, carefully following the cookbook.



## 盖老师教你研读剧本

20%

## STEP 1 找主主

**主要人物:** Anna, Anna's brother Carl, Anna's parents

**主题:** ①相信自己 (believe in / have faith in / be confident about yourself) 或者 ②注重细节 (pay attention to / be attentive to / be mindful of details)

## STEP 2 知情情

**Opening:** Anna—begged eagerly to make cookies by herself

**Anna's brother Carl**—said with a laugh

→ **Feelings and attitudes:** Anna—eagerly, felt capable Carl—laugh

**开端:** 9 岁的 Anna 迫切地想要自己做饼干。她的哥哥 Carl 嘲笑她说这将是一场灾难。

→ **情感:** Anna——积极、自信 Carl——嘲笑

**Build-up:** Her parents—uncertainty crossed their faces; nodded; told Anna to be careful and take a look at the cookbook first

**Anna**—raced to the kitchen

→ **Feelings and attitudes:** Anna's parents—uncertainty→nodded

**Anna**—determination

**发展:** 听到 Anna 的请求, 父母脸上闪过一丝不确定的神情。但妈妈最终同意了, 并提醒 Anna 要小心一点, 要先看看食谱。得到允许后, Anna 冲进厨房。

→ **情感:** Anna 的父母——犹豫→点头同意 Anna——下定决心

**Climax:** Anna—putting the cookbook aside; baking cookies from memory; making a mess in the kitchen; turned back and started again

→ **Feelings and attitudes:** Anna—collecting herself; a sense of purpose and confidence

**高潮:** Anna 把食谱放在一边, 开始凭记忆烤饼干, 但把厨房弄得一团糟。她镇静下来, 重新开始做饼干。几分钟后, 成功做好的饼干的味道充满了整个厨房。

→ **情感:** Anna——镇定、目标感、自信心

To be continued...

未完待续……



## 盖老师教你升级表达

50%

## 描写动作、情绪的相关词汇

- ①形容做饭时注重细节:carefully/ attentively(小心地)→accurately/ precisely(精确地)→meticulously(对细节十分注意地,一丝不苟地)
- ②表示看轻(某人):laugh at/ make fun of→look down on/ think little of→tease/ mock(嘲笑)
- ③表示心情沉重:feel sad/ depressed(感到悲伤/沮丧)→sb.'s heart sinks(某人心里一沉)→be overcome/ overwhelmed by a feeling of sadness/ depression(充满悲伤/沮丧)
- ④表示赞扬/赞赏:praise/ in praise of(赞扬)→be filled with admiration(充满赞赏)→sing high praise for...(高度赞扬……)

## 主题升华句子

- ①The path to success is paved with self-assurance and meticulous effort. 通往成功的道路是由自信和一丝不苟的努力铺成的。
- ②By doing things with care and precision, one can avoid mistakes, ensure quality, and ultimately achieve results that deserve admiration/praise. 通过谨慎和细致地做事,人们可以避免错误,确保质量,并最终获得令人赞赏的结果。
- ③Success is not accidental. It is the product of self-belief and meticulous work. It is a journey that rewards those who are steadfast in their pursuit of excellence. 成功不是偶然的。它是自信和一丝不苟的工作的产物。它是一段奖励那些坚定不移追求卓越的人的旅程。



## 盖老师教你“十句五定”

80%

## 续写第一段

- ①接着P1首句写哥哥Carl对Anna刚烤好的饼干有怎样的反应(动作、神态、语言等)。

表达形式a: He leaned against the door, with \_\_\_\_\_  
(脸上带着嘲讽的笑)。

表达形式b: “Well, Anna, it seems your cooking adventure ended in disaster, just as I had predicted.”

- ⑤由P2首句倒推, Anna这次的失败是由忽略了食谱导致的。

表达形式a: Anna knew her failure resulted from her ignoring the cookbook.

表达形式b: Anna came to realize that her failure was because she \_\_\_\_\_  
(忽略了食谱的重要性)。

## ⑥接着P2首句写Anna开始重新做饼干（怎样做的）。

**表达形式a:** Summing up the experience of failure, Anna made up her mind to make cookies again according to the cookbook.

**表达形式b:** \_\_\_\_\_ (决心弥补失误), Anna carefully measured each ingredient, ensuring precision in every step of the process.

## ⑨结局——Anna成功做出完美的饼干，得到了家人的赞美和认可。

**表达形式a:** Her parents were full of praise for the cookies. Carl, with a flushed face, apologized to her.

**表达形式b:** : Her parents' \_\_\_\_\_ (眼中充满了骄傲和赞赏). Even Carl couldn't hide his astonishment.

## ⑩升华——Anna意识到烤出完美饼干背后的意义。

**表达形式a:** At that moment, Anna realized success wasn't just about baking perfect cookies, but was about believing in herself and being meticulous in everything she does.

**表达形式b:** At that moment, Anna was aware that success wasn't just about baking perfect cookies. As the old saying goes, "The devil is in the details."

to redeem herself ⑨ eyes were filled with pride and admiration ⑥ Determined ① ⑤ overlooked the importance of the cookbook ② a mocking smile on his face ③ 【参读】



## 盖老师精修范文

100%

The moment Anna pulled the pan out of the oven, Carl stepped into the kitchen. "Well, Anna, it seems your cooking adventure ended in disaster, just as I had predicted (as 引导的状语从句)," he teased, his tone dripping with superiority (独立主格). Anna's heart sank as she checked the misshapen, burnt cookies on the pan. She had underestimated the importance of measuring ingredients accurately, resulting in an unappetizing cookies (动词-ing 短语作结果状语). Carl's mocking laughter echoed in her ears, fueling her frustration and disappointment. She knew her failure resulted from her ignoring the cookbook.

Now she decided to have another try, carefully following the cookbook. Determined to redeem herself (过去分词短语作状语), Anna measured each ingredient meticulously, ensuring precision in every step of the process and taking care to avoid the previous attempt. After twenty minutes, Anna opened the oven door to reveal perfectly golden-brown cookies. Her parents' eyes were filled with pride and admiration. Even Carl couldn't hide his astonishment. At that moment, Anna realized success wasn't just about baking perfect cookies, but was about believing in herself and being meticulous in everything she does.

## 盖老师来点评

这篇续写由 Anna 与哥哥 Carl 的互动展开,描写了 Anna 制作饼干从失败到成功的过程。文章多次使用非谓语构成动作链、动作面;巧妙运用了独立主格等表现人物特征和心理状态;result in, result from, even, at that moment 等词的使用也使续写内容具有很强的逻辑性。



## Writing 3 善举助人 1

阅读下面材料, 根据其内容和所给段落开头语续写两段, 使之构成一篇完整的短文。

In the heart of the busy city of Avonlea, where the sounds of rushing cars never ceased, lived sixteen-year-old Emma. Unlike her classmates, who were often keen on the latest technology, Emma had a preference for knitting(编织).

Emma's love for knitting was deeply influenced by her mother, who possessed a skilled and creative touch with needles. Her mother's passion for knitting and generous spirit of helping others always inspired Emma to follow in her footsteps and take up knitting as a meaningful hobby.

Emma was really good at knitting. She liked to make scarves, gloves, hats and mini bags for her friends as well as her relatives. Her hats were created in a variety of styles and colors, each one unique and full of personality. Whether it was a mini bag or a classic scarf, each knitting work was a carefully crafted masterpiece and a unique gift full of love and warmth. With beauty and practicality, Emma's creations never failed to impress.

One freezing morning at the peak of winter, the city had just been blanketed by a snowstorm that had left many, particularly the homeless, in a desperate situation. As Emma made her way to school, she noticed a shaking figure under the bridge near her school. It was a homeless man she often saw on her route, but today he looked particularly miserable(可怜的). His face was half-hidden under a piece of worn cloth that hardly served as protection against the cold. Touched by the sight, Emma decided to present her scarf to the homeless man. She approached, handing the scarf to him.

"For me?" the man asked, his eyes widened with surprise.

"Yes! I think it might help with the cold," Emma said, her breath visible in the cold air.  
注意:

- (1) 续写词数应为 150 个左右;
- (2) 请按如下格式作答。

The man wrapped the scarf around his neck, instantly feeling a bit warmer.

Led by Emma, Knits for Hope Club was started in her school.



## 盖老师教你研读剧本

20%

## STEP 1 找主主

**主要人物:** Emma, a homeless man

**主题:** 小举动, 大影响 (a small act can make a difference)

## STEP 2 知情情

**Opening:** Emma—was deeply influenced by her mother; take up knitting as a meaningful hobby; was really good at knitting; liked to make scarves, gloves... for her friends as well as her relatives

→ **Feelings and attitudes:** Emma—had a preference for knitting

**开端:** Emma 深受母亲影响, 将编织作为一个有意义的爱好。她十分擅长编织, 喜欢为亲朋好友编织围巾、手套等物件。

**情感:** Emma——偏爱编织

**Build-up:** Emma—made her way to school; noticed a shaking figure

**A homeless man**—shaking; face half-hidden; looked particularly miserable

**发展:** Emma 所在的城市刚刚经历了一场暴风雪, 她在上学途中注意到学校附近的一座桥下有一个她经常遇到的流浪者在寒风中颤抖, 看上去尤为可怜。

**Climax:** Emma—decided to present her scarf to the homeless man; approached; handing the scarf

**A homeless man**—asked; eyes widened

→ **Feelings and attitudes:** Emma—touched by the sight

**A homeless man**—with surprise

**高潮:** Emma 被眼前的景象触动, 决定将自己的围巾送给这个流浪者。流浪者十分惊讶地睁大了眼睛。

**情感:** Emma——触动

流浪者——惊讶

To be continued...

未完待续……



## 盖老师教你升级表达

50%



## 描写动作、情绪的相关词汇

- ①表示低声/轻声说:speak quietly/softly→speak in a low voice→whisper/murmur  
 ②表示微笑:smile→a little/faint/slight smile→a glimmer of a smile(一丝微笑)  
 ③表示流泪:cry→tears streaming down one's face/cheek→eyes shining with tears  
 ④表示某人想到主意:occur to sb.→pop into one's head

独立主格结构

## 主题升华句子

- ①It isn't about... ,but about weaving kindness into society, showing that even the smallest acts can create the warmest changes. 这不是关于……,而是关于将善良融入社会,表明即使是最小的行为也能带来最温暖的变化。  
 ②With one small gesture, you may not only spread love, but also positively influence others' life. 通过一个小小的举动,你不仅能传递爱,还能对他人的生活产生积极的影响。  
 ③It dawned on me that a moment of kindness could mean so much to another person, and that a small act could make the world so much better. 我恍然大悟,片刻的善意能够对另一个人有如此重大的意义,一个小小的举动也可以让世界变得更好。  
 ④The act of kindness, though seemingly small, rippled through the community like a stone dropped into a pond, awakening the goodwill and compassion in everyone it touched. 这一善举虽然看似微不足道,但却像一块石头落入池塘一样,在社区中激起层层涟漪,唤醒了它所触及的每个人的善意和同情心。



## 盖老师教你“十句五定”

80%



## 续写第一段

- ①接着P1首句写这个男人对Emma的帮助有怎样的反应(动作、神态、语言等)。

表达形式a: “Thank you. You are so kind,” he \_\_\_\_\_ (低声说), \_\_\_\_\_ (一丝微笑) coming to his dry lips.

表达形式b: He lifted his head, \_\_\_\_\_ (他的眼里充满了惊讶), as if he couldn't believe what happened.

- ⑤由P2首句倒推, Emma产生了通过编织帮助他人的想法。

表达形式a: An idea suddenly \_\_\_\_\_ (突然出现在她的脑海里) that she could set up a knitting club to bring more warmth to those in need.

表达形式b: An idea occurred to her — why not set up a knitting club to bring more warmth and hope to those in need?

## ⑥接着P2首句写Knits for Hope Club在学校成立后同学们的反响。

表达形式a: Her classmates \_\_\_\_\_ (表达了他们的意愿) to do their part.

表达形式b: The club \_\_\_\_\_ (激发了热情) among her classmates, who eagerly participated in the knitting activity.

## ⑨结局——俱乐部编织了许多物品送给需要的人，温暖了很多。

表达形式a: By the end of winter, Knits for Hope Club had distributed more than two hundred hand-knitted items, warming numerous bodies and hearts.

表达形式b: The club ended up crafting numerous pieces of knitwear and distributing them to those in need, bringing warmth to many.

## ⑩升华——小小的举动产生大大的影响，在社会中传播善意。

表达形式a: With one small gesture, you may not only spread love, but also positively influence others' life. →使用“not only...but also”结构表示递进

表达形式b: It wasn't about the scarves or hats, but about weaving kindness into society, showing that even the smallest acts can create the warmest changes.

① murmured; a glimmer of a smile; his eyes filled with surprise ⑤ popped into her head ⑥ expressed their willingness; sparked enthusiasm



## 盖老师精修范文

100%

The man wrapped the scarf around his neck, instantly feeling a bit warmer. “Thank you. You are so kind,” he murmured, a glimmer of a smile coming to his dry lips (独立主格结构). He grabbed the scarf tightly, his eyes shining with tears. At that moment, Emma realized what she presented (主语从句) was not only a scarf but also a sign of hope. Inspired, she determined to bring the spark of hope to more people. An idea suddenly popped into her head that she could set up a knitting club to bring more warmth to those in need (同位语从句).

Led by Emma, Knits for Hope Club was started in her school. The club sparked enthusiasm among her classmates, who eagerly participated in the knitting activity (定语从句). Some learned the traditional skill quickly and then taught others, while the others used social media to seek help online. The member of the club grew in numbers gradually. By the end of winter, Knits for Hope Club had distributed more than two hundred hand-knitted items, warming numerous bodies and hearts (动词-ing 短语作结果状语). Never did Emma expect the impact of her small act (部分倒装). It wasn't about the scarves or hats, but about weaving kindness into society, showing that even the smallest acts can create the warmest changes (动词-ing 短语作伴随状语).

## 盖老师来点评

这篇续写结构紧凑，从流浪者接受围巾的感激之情，到 Emma 内心的触动与决心，再到俱乐部的成立与发展，情节自然流畅。语言表达上，作者运用了丰富的词汇以及独立主格结构、复合句、倒装句等，增强了文章的感染力和表现力。